

To access Office 365 on Xbox One

- 1. *Optional*** Plug in a keyboard via the USB slot. (this can be wireless or wired. Wired keyboards can be found for as little as £8.20 on Amazon)
- 2.** Go to my games and apps
- 3.** Find Microsoft Edge and select it
- 4.** Type in Office 365 and log in as you would in school
- 5.** You can access your work as well as use key packages such as:
 - Word
 - Excel
 - Powerpoint
 - Teams
 - Your email
- 6.** To move the cursor you can use the gamepad or plug in a USB mouse

To access Office 365 on PS4

- 1.** Go to the PlayStation browser icon (it is WWW with dots around it)
- 2.** Press the PlayStation logo on your controller
- 3.** Go to library and find options for games and applications
- 4.** Go into applications and you will find the internet browser
- 5.** Type in Office 365 and log in like you would at school
- 6.** You can access:
 - Word
 - Excel
 - Powerpoint
 - Teams
 - Your email

